

Salisbury Housing Authority

10/08/2020 Minutes

Chaired by Ralph Sweeney

Directors Present: Ralph Sweeney, Samson Racioppi, Maryann Newman, Shirley Joubert

Executive Director: Kate McGuire--Email: kate@ipswichhousing.com

Meeting held remotely per Governor Baker's executive order due to Coronavirus outbreak

Pledge (5:00pm)

Roll Call

Alex Russell – Maintenance Director, Jessica Sadoway –Finance Director, Wilma McDonald –
Town of Salisbury, (0) Residents present

Moment of Reflection

The Board of Commissioners gave a moment of silence for residents experiencing hardship.

Query Time

No queries.

Bills

Ralph Sweeney asked if there are any bills that are out of the ordinary. The ED stated there was nothing notable.

Motion to pay bills by Maryann Newman. Second by Samson Racioppi. Unanimous.

Minutes

Motion to approve September 2020 minutes by Samson Racioppi. Second by Maryann Newman. Unanimous

Correspondence

The ED stated that her interview with SCTV went well and she shared the link with all of the board members. The ED stated it was a good opportunity to get information about the housing authority out to the community.

SHA Payment Standards

The ED stated that HUD have released the 2021 Fair Market Rents. The ED recommended the SHA approve the new payment standard at 100% of the Fair Market Rent effective December 1st, 2021. Ralph Sweeney asked how many vouchers the SHA currently have leased the ED stated 55 vouchers are leased. Ralph Sweeney asked how many vouchers we can lease and the ED stated the maximum vouchers the SHA can lease is 58 vouchers if the budget allows it. Currently the SHA budget allows for 55 vouchers.

Motion to set the Payment Standard at 100% of fair market rent effective December 1st 2020 by Maryann Newman. Seconded by Sam Racioppi. Unanimous.

Executive Director's Report

The ED stated that there are many residents requesting the office reopen the community room for public use. The ED stated she does not recommend it due to limitations on staff ensuring everyone is wearing masks, socially distancing and also the SHA staff limitations on cleaning. Shirley Joubert stated that the residents really need a place to go now that it's getting colder. The ED asked what the other commissioners think? Ralph Sweeney stated that he would defer to the Executive Director. Maryann Newman stated that she is concerned about what could happen if the SHA open the community room up again. The ED stated she has had numerous conversations with residents who go into the office hallway or the laundry room without wearing a mask despite many signs informing residents they are required to wear masks. Shirley Joubert stated that there is one resident in particular who refuses to wear one. The ED stated she would look into ordering a gazebo for the residents to use instead.

The ED stated that DHCD released the Budget Guidelines which notified LHA's of a 4% decrease to the subsidy for 2021 For the SHA that is an estimated \$11,000. The ED states she will work with the fee accountant to accommodate the reduced budget.

The ED stated the deadline for the AUP audit has been extended. The SHA have contracted with Marcum LLC who will perform the audit remotely.

The ED stated that she was made aware of a scam targeting Salisbury Seniors. The scam involved someone calling seniors and claiming to work for the housing authority and offering a line of credit. The ED stated she is working with the Council on Aging will assist in notifying as many people as possible about this potential scam. Shirley Joubert stated that she is also on the Council of Aging board and will keep the SHA board informed.

Maintenance Report

The Maintenance Director stated that the SHA currently has 5 vacant units: 2 are normal turnovers, 2 are part of the Reasonable Accommodation Project, and 1 requires the SHA to have a General Contractor do the work due to extensive damage to the unit.

The Maintenance Director stated that the Maintenance Mechanic is still out and the Maintenance Director is juggling responsibilities between different locations. Ralph Sweeney asked for an update on the ADA unit and the other one that's really bad. The ED stated she just had a meeting with the contractor last week. The contractor is very backed up and is having trouble ordering materials. The contractor estimated 6-8 week lead time just to get materials. The ED stated this pushes back the project to February with the assumption that nothing else comes up. The Maintenance Director stated that it would be a similar timeline for the other vacant unit due to difficulty getting the materials needed to make repairs to cabinets etc. Alex stated he is working on the other vacancies. Ralph Sweeney asked for the timeline for the regular vacant units? The ED stated they should be done by November. The ED stated she is hopeful that the Maintenance Mechanic will be back to work in early December which will help with future vacancies.

Public Comment

- No Comments.

Adjournment

Motion to Adjourn by Maryann Newman. Second by Samson Racioppi.. Unanimous.